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MEETING WITH

March 7, 1984, 2:00 pm

Chamber of Commerce Building

Subject: Introduction to Micrographics Seminar

I. Introduction

II. Information Retrieval

Data Base

Information

Data Base Management

III. Data Storage Devices

Paper

Magnetic

Optical Discs

Micrographics

IV. Systems Design

Feasibility

Systems Analysis

Systems Design

Systems Implementation Planning

Systems Implementation

Systems Operation

V. Microforms

Benefits and Disadvantages of Each Type

Roll - Cartridge

Unitized - Microfiche Aperture Cards

Technology

Silver Halide

Duplicates

Updateables

Techniques

VI. Case Studies

SELECTED CASE STUDIES

1.0 PURPOSE

Provide a practical exercise in identifying appropriate applications for micrographic technology, and selecting the right type of microform.

2.0 METHOD

Selected case studies based on actual situations which resulted in either a decision to use micrographics or use a different technology.

3.0 RULES

1. Divide into teams of 5 or 6.
2. Briefly read all of the problems.
3. You will be assigned one of the three problems.
4. Read that problem description in detail.
5. Prepare a response to answer the following questions:
 - a. What is the problem?
 - b. What are the alternatives?
 - c. Is this application a candidate for micrographics?
 - d. If so, which type of micrographics should be used?
5. Select spokesperson for presentation to rest of class.
6. You will have 25 minutes for the analysis and preparation of the response.

4.0 SITUATION ONE

Agency A is responsible for maintaining information on pension plans and funds for U.S. labor unions. The information is used for public inquiry, legal actions and statistical purposes. The agency has a central

office where all of the information is kept and 20 field offices each having the information pertaining to the unions within their geographical area.

There are 60,000 files averaging 40 pages per file. There are approximately 4 pages added each year to each file. The files are maintained in sequential numerical order. There are approximately 6,000 new unions added each year and 6,000 unions deleted from the files each year.

There are two types of users for this file, in-house staff which includes financial and legal analysts, and the general public. Under the Freedom of Information Act, anyone can request to see these records or receive a copy. Under the Privacy Act, there are certain portions of the file which are restricted from public disclosure.

The field offices must receive a copy of all of the discloseable information for the files in their area, including the new material which comes in each year.

Often there is legal action taken by the government against union officials based on investigations using the information submitted and maintained in these files. There is considerable concern over providing the original files to the public, however, with 30,000 requests per year it is not practical to photocopy every file before providing it for disclosure.

The current central file room occupies 1,800 square feet. There are six file clerks and one supervisor to maintain the file and service user requests. As in most agencies, there is pressure to reduce staff and to use the file room space for other uses.

5.0 SITUATION TWO

Association B publishes a magazine and is subject to a Business Publications Audit of its membership records. These records consist of original applications, renewals, changes of address and other correspondence. The documents are various sizes, one and two-sided and have a large number of staples.

There are approximately 200,000 new applications, renewals and changes per year. The most recent 6 months of documents are stored in an active office area, the remainder are stored in an inactive basement storage area. There are approximately 600,000 documents in this collection. The documents are maintained in roughly chronological order, based on date of receipt.

The documents are kept for 3 years in order to satisfy the requirements of the Business Publications Audit. The audit is conducted twice a year, with 500 records randomly pulled for each audit. The documents are also occasionally used for reference or research of problems. This occurrence is relatively rare, with approximately 8 to 10 per month. It has been established that microfilm would be acceptable to the auditing agency. The documents are destroyed after the 3-year storage period.

6.0 SITUATION THREE

Agency C has approximately 136 linear feet of accounting records. This is comprised of 1,400 file folders with an average of 450 pieces of paper per folder for a total of 650,000 pages. The size of each document varies from check size to legal size paper. The file is added to at the rate of 64,800 documents annually.

There are four persons within the Accounting Department that have access to the present and prior years accounting record files. The prior years' files cover an 11-year period. Materials that comprise these files are generated by vendor invoices from outside the Agency, or internally from grants, contractors or personal expense statements. The last action of the accounts payable operation is the actual establishment of these files. Afterwards, these files generally serve as reference data for prior accounts payable actions or contract references.

Reference activity to these files takes place in the following manner:

- o There are 15 to 20 references made to these files per day.
- o Of these daily references, only 1 or 2 are for prior fiscal years and older records.
- o Approximately 85 percent of the references made to these files are in the prior 6-month period of the current fiscal year.
- o The accounting files are presently set up in check number sequence. The same check number is issued to the initial voucher (which is adequate as the primary reference for microfilm retrieval). A cross-alphabetical vendor name check reference is kept in the Accounting Department. A copy of the payable check is filed by vendor name in alphabetical sequence by fiscal year.
- o Floor space is extremely expensive at this site.